



SURRY COUNTY HEALTH & NUTRITION CENTER
118 HAMBY ROAD
DOBSON, NORTH CAROLINA 27017

**VACANCY ANNOUNCEMENT
SURRY COUNTY HEALTH & NUTRITION CENTER
MEDICAL OFFICE ASSISTANT
POSITION NUMBER 545-53-350**

SALARY GRADE: 57
SALARY RANGE: \$24,108-\$38,772
LOCATION: Dobson, NC

Description of Work: Surry County Health & Nutrition Center has an immediate opening for a full-time Medical Office Assistant to serve primarily in our busy, fast pace pediatric clinic. Duties include but are not limited to measuring vital signs on newborns through adults, assisting health professionals with procedures in clinic as needed, basic lab techniques such as urinalysis, hemoglobin, and simple blood draws as instructed, and assisting nursing staff with administration of routine childhood immunizations. MOA may also spend a percentage of time working at the front office helping with appointment scheduling, referrals, chart stuffing, or scanning paperwork into EMR.

Minimum Education and Experience: Graduation from high school and successful completion of a one-year formal training course in medical office assisting at a community college or technical institute; or graduation from high school and a combination of one year of clerical and health related experience; or an equivalent combination of training and experience. **Certified Medical Assistant Preferred.**

Application Process: To apply, applicants should contact the NC Works Career Center, 541 West Pine St., Suite 300, Mount Airy, NC 27030 or call 336-786-4169 for an application. You may also apply online by visiting the Surry County HR job posting page, printing the application and e-mailing back to the indicated email, SCJobs@co.surry.nc.us or by contacting Surry County Human Resources at 336-401-8221. EOE M/F Surry County does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provision of services. Surry County is a drug free workplace.

Re-Posted: January 6, 2022
Closing Date: January 20, 2022